

Executive Recruitment Confirmation

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. We were impressed by your qualifications and experience and believe you will be a valuable addition to our team.

Please find the details of your employment below:

- **Start Date:** [Insert Start Date]
- **Salary:** [Insert Salary Details]
- **Benefits:** [Insert Benefits Information]
- **Reporting To:** [Insert Supervisor's Name and Title]

To confirm your acceptance of this offer, please sign and return a copy of this letter by [Insert Return Date]. We look forward to welcoming you to the team.

If you have any questions, feel free to reach out to me at [Your Contact Information].

Welcome aboard!

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]